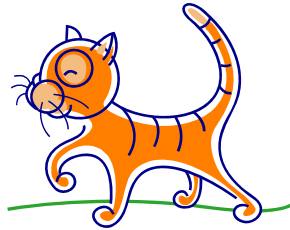# The CATS Meow
March 31, 2006

Greetings
It's just about the end of first quarter.

Time sheets
It is <u>so</u> important that we count the number of hours that our volunteers work.

Here is a quick summary of where we are at today.

Timesheet Recorded?	Yes	No
January	88	206
February	97	381
March	77	427

<u>Quick tips</u>
- It is okay for people to make the best estimate of their time, if they have not written it down already.
- The timesheet should include **all** their time – even though we do count time on the CCR's and PMA forms.
- Remember that -- at least -- volunteers should count the time they attended Update training.

Public & Media Activity Reports
Thank you for entering all this information into the CATS database. Please review the events that have already taken place to make sure they are "complete." Do this by checking the required fields.

Resource Records
PLEASE review the report that you received recently. Check the resource records for volunteers and staff to be sure they are accurate and complete. We have made <u>so</u> much progress over the past few years to recruit more volunteers and honor the ones we have. It is clear to those of us who work together that we have more volunteers and more diversity among our volunteers. However, our data do not do not show this yet.

Status Report

Number of CCR's in database	7,253
Resources with at least 1 CCR	214
Resources who have entered at least 1 CCR	122